

WiTS BiTS

CSD/OD PM TEAM

COMPLETING CSD BRANCH JOB CODE / POSTION NUMBER REQUESTS

STEP-BY-STEP

Branch PM Reviewer

Rubber stamps “Send to PM Team” to submit Branch JC/PN Request to PM Team for action.

PM Team Issuer

Receives and Completes the JCPN Request – PM Team Issuer completes the action as shown in either Option 1 or Option 2 below:

- **Option 1 – No PM Team Assistant Action Necessary:**
PM Team Issuer:
 - Open *Job Code/Position Number Request* action from personal worklist
 - Enters assigned JC/PN codes and action taken into ***Position Management Team Section*** and ***Comments Section*** of JC/PN Request form
 - Selects appropriate response to complete the action, either:
 - Rubber stamp “*Request Complete—Send Email*” - this will send an email notification of the action taken to the CSD Branch PM Reviewer and Branch Requester and will save and close the JC/PN action and move it to the Archived Actions section of the WiTS work area page.
- OR
- Rubber stamp “*No Action Required – Send Email*” – this will send an email notification to the CSD Branch PM Reviewer and Branch Requester that no JC/PN request was needed (nor action taken) by the PM Team and closes and moves it to the Archived Actions section of the WiTS work area page.

○ **Option 2 – Send to PM Team Assistant for Action:**

PM Team Issuer:

- Open *Job Code/Position Number Request* action from personal worklist
- Rubber stamp “Send to PMT Assistant” - this will save and forward the JC/PN request to the PM Team Assistant for action.

PM Team Assistant:

- Open *Job Code/Position Number Request* action from personal worklist.
- Takes appropriate action and updates JC/PN form (if necessary).
- Rubber stamp “Return to Position Management Team”

PM Team Issuer:

- Open *Job Code/Position Number Request* action from personal worklist.
- Enters assigned JC/PN codes and action taken into ***Position Management Team Section*** of JC/PN Request form
- Selects appropriate response to complete the action, either:
 - Rubber stamp “*Request Complete—Send Email*” - this will send an email notification of the action taken to the CSD Branch PM Reviewer and Branch Requester and will save and close the JC/PN action and move it to the Archived Actions section of the WiTS work area page.
 - OR
 - Rubber stamp “*No Action Required – Send Email*” – this will send an email notification to the CSD Branch PM Reviewer and Branch Requester that no JC/PN request was needed (nor action taken) by the PM Team and closes and moves it to the Archived Actions section of the WiTS work area page.

PM Team Issuer or PM Team Assistant

Optional - To view the actual completed JCPN request form:

- a. From the **Archived Actions Bizcove**, locate the completed Request for Job Code/Position Number action.
- b. Click in the checkbox next to the JC/PN action and click the “Detail” button
- c. Click on the last “completed” checkbox then click on the “View” tab
- d. Review and/or print if desired.
- e. Click “Close” to exit and return to the WiTS work area page.